

PUBLIC HEALTH SOCIAL WORKER

Milwaukee Health Department

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

THE PURPOSE: The Public Health Social Worker provides counseling, consultation, and referral services to Milwaukee Health Department (MHD) clients in multiple settings including homes, schools, health and WIC clinics, and childcare centers. This includes performing case management functions and serving as advocate for families with health or socio-economic problems; and coordination of community services and resources. The Public Health Social Worker works collaboratively with Public Health Nurses in the Maternal and Child Health Division and also with male clients through the Men's Health program.

ESSENTIAL FUNCTIONS:

❖ CONSULTATION / REFERRAL:

- Work in consultation and collaboration with Public Health Nurses and Public Health Educators in providing social services work and referral to clients of the MHD
- Work and collaborate with community-based agencies in providing general information and making social services referrals, including internal MHD referrals
- Refer clients to specialists in services such as childcare, financial assistance, food stamps, health insurance coverage, alcohol and drug rehabilitation, and domestic violence

❖ CASE MANAGEMENT:

- Conduct assessments, implement or recommend appropriate intervention strategies, maintain documentation on caseload, and monitor follow up and progress
- Maintain records and prepare reports of services and activities
- Provide direct counseling to help clients identify concerns, consider effective solutions, and find reliable resources
- Participate in case briefing sessions with other team members

❖ COMMUNITY LINKAGE / ADVOCATE:

- Act as liaison with hospitals, government services and community agencies for social service needs of mothers and infants
- Represent the MHD and its policies and strategies in the community
- Develop network and relationships with the MHD and in the community to serve as advocate for clients and their needs

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS

1. Bachelor's degree in social work, psychology, sociology or criminal justice or an approved human services degree¹ from an accredited college or university. *Transcripts required.*
2. Four (4) years of social service experience working with clients in a community/public health setting.
Note: Equivalent combinations of education and experience may be considered.
3. Social Worker certification from the State of Wisconsin or eligible for a temporary Social Worker certificate, and must obtain Social Worker certification within six months of employment.
Must submit proof of certification or eligibility with application materials.
4. Properly insured vehicle for use on the job is required.
5. Valid drivers license at time of appointment and throughout employment.
6. Residence in the City of Milwaukee within six months of appointment and throughout employment.

¹ Human services degree must be approved by the State of Wisconsin Department of Regulation and Licensing to qualify for a Wisconsin Social Worker certification.

Public Health Social Worker (continued)

DESIRABLE QUALIFICATIONS

- Master's degree in social work from an accredited college or university
- Bilingual in Spanish, Hmong, or Russian

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- A contemporary understanding of child development issues, practices, and trends
- Strong knowledge of social service agencies and other community resources
- Ability to read, analyze and interpret instructions, procedures and regulations
- Ability to maintain accurate, current case record documentation
- Ability to prepare clear and concise reports, business correspondence, and procedure manuals
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Excellent professional ethics and sensitivity to cultural diversity
- Ability to work independently
- Ability to maintain good working relationships with clients, multi-cultural and multi-discipline staff, other agencies and the public
- Ability to effectively present information and respond to questions in a group setting
- Ability to maintain confidentiality
- Working knowledge of word processing, database, project management and software applications
- Proficient in the use of automated case management information systems
- Ability to lift and move up to 25 pounds
- Ability and willingness to make numerous home visits throughout the City of Milwaukee
- Ability to climb stairs in homes, schools and clinics on a regular and frequent basis

THE CURRENT PAY RANGE (594) IS: \$45,940 - \$55,742 annually with excellent benefits. Recruitment is at the beginning of the range. Public Health Social Workers may be eligible for alternative work schedules.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral, or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **April 21, 2011**. Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751. A resume does not substitute for the required application; however, you may attach one if you wish. Transcripts *and* proof of Social Worker certification or eligibility must be submitted with the application or sent immediately to the attention of Michelle Stein, Human Resources Representative, City of Milwaukee Department of Employee Relations or via email to staffinginfo@milwaukee.gov.